



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



Received By: CC  
Referred To: PD  
Date Referred: 3-27-18

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print):	Jacqueline Delgadillo	Email:	JDelgadillo@aclusocal.org
Address:	Phone: 213-977-9500 ext 272		
City:	Fax:		

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

Signature

Date

<b>For Departmental Use Only:</b>	
Action Requested: <input type="checkbox"/> Review Only <input type="checkbox"/> Copies Requested	Action Taken: <input type="checkbox"/> Document Reviewed <input type="checkbox"/> Copies Provided <input type="checkbox"/> Refusal/Reason _____
By _____ Date _____	
<b>Non-Existent Document</b>	
<b>Other (Please Explain)</b> _____	
<b>For City Clerk's Use Only:</b>	
Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____	



California

**VIA U.S. MAIL**

March 22, 2018

Chief Sharon Papa  
 Hermosa Beach Police Department  
 540 Pier Ave  
 Hermosa Beach, CA 90254

**RE: Public Records Act Request Regarding Implementation of SB 54**

Dear Chief Papa:

We are representatives of non-profit legal organizations in California that provide technical assistance, promote policies, and conduct litigation in the areas of immigration and civil rights law. In December 2017, we sent the Hermosa Beach Police Department a letter to offer guidance regarding implementation of a new state law, known as the California Values Act (SB 54). We also wrote that we would follow up with a Public Records Act request around the Hermosa Beach Police Department's implementation of SB 54. Accordingly, this is a request for information pursuant to California's Public Records Act, California Government Code §§ 6250 – 6276.48, on behalf of the American Civil Liberties Union Foundations of California ("ACLU"), California Immigrant Policy Center, and Immigrant Legal Resource Center. We ask that you please direct this request to all appropriate offices and departments within the Hermosa Beach Police Department that may supply any of the information sought through this request.

**A. Requested Information**

1. We request any and all records<sup>1</sup> from October 2017 to the present of policies, regulations, memorandum, guidance, or forms that the Hermosa Beach Police Department has adopted related to the implementation of SB 54.
2. We request any and all records from October 2017 to the present that the Hermosa Beach Police Department has used to train its members about SB 54.
3. We request any and all records from October 2017 to the present that the Hermosa Beach Police Department has used to communicate with members of the public about SB 54.
4. We request any and all records from January 2017 to the present related to the

---

<sup>1</sup> The term "records" as used herein means "public records" as broadly defined by Cal. Gov. Code § 6252(e), and includes, but is not limited to, correspondence, documents, data, videotapes, audio tapes, DVDs, CDs, emails, faxes, telephone messages, logs, files, guidance, guidelines, evaluations, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, rules, training manuals, other manuals, or studies.

*Re: Public Records Act Request Regarding Implementation of SB 54*  
March 22, 2018

process for notifying an inmate's attorney or designee, as required under California Government Code § 7283.1(b).

5. We request any and all records from October 2017 to the present related to the Hermosa Beach Police Department's booking practices for federal criminal or immigration detainees.
6. We request any and all records from October 2017 to the present related to:
  - a. Agreements, contracts, or Memorandum of Understanding between the Department of Homeland Security ("DHS"), CBP, or ICE (including ICE Homeland Security Investigations ("HSI")) and the Hermosa Beach Police Department.
  - b. Policies that the Hermosa Beach Police Department has adopted regarding joint task forces or any other form of joint operation with DHS, CBP, or ICE (including HSI).

**B. Fee Waiver**

We request a waiver of all costs because disclosure of the information will likely contribute significantly to public understanding of the Hermosa Beach Police Department's implementation of SB 54, and our organizations will use this information to inform our public education and advocacy efforts. Furthermore, we have no commercial interest in this matter, and plan to make any information received as a result of this request available to the public at no cost. Disclosure in this case therefore meets the statutory criteria, and a fee waiver would fulfill legislative intent.<sup>2</sup> If you are not able to waive the applicable fees, please inform us immediately of any payment required *prior* to copying.

We look forward to receiving a response within ten (10) calendar days following receipt of this letter. Cal. Gov. Code § 6253(c). If this request is denied in whole or part, we ask that your office describe with specificity each record withheld and justify in writing all deletions by reference to specific exemptions of the Public Records Act. Cal. Gov. Code § 6255. Please also disclose any portions of those records for which no exemption is claimed. We reserve the right to appeal a decision to withhold any records.

We prefer receipt of the requested records through email. Please send electronic records via email to Jacqueline Delgadillo at [JDelgadillo@aclusocal.org](mailto:JDelgadillo@aclusocal.org).

Please send any paper copies to the following address:

Jacqueline Delgadillo  
ACLU of Southern California  
1313 W 8th St.  
Los Angeles, CA 90017

---

<sup>2</sup> In enacting the PRA, the California legislature expressly declared "access to information concerning the conduct of the people's business is a fundamental and necessary right to of every person in the state." Cal. Gov. § 6250.

*Re: Public Records Act Request Regarding Implementation of SB 54*  
March 22, 2018

If you have any questions regarding this request, please contact Jacqueline Delgadillo at (213) 977-9500 ext. 272 or [JDelgadillo@aclusocal.org](mailto:JDelgadillo@aclusocal.org).

Thank you in advance for your timely response.

Sincerely,

/s/ Jennie Pasquarella  
Jennie Pasquarella  
Director of Immigrants' Rights  
ACLU Foundations of California

/s/ Layla Razavi  
Layla Razavi  
Policy Director  
California Immigrant Policy Center

/s/ Grisel Ruiz  
Grisel Ruiz  
Staff Attorney  
Immigrant Legal Resource Center